

EDITED KSA LISTING

CLASS: Correctional Business Manager I

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

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	Knowledge of:
K1	Comprehensive knowledge of principles and practices of public and business administration as they relate to the operation of the institution, department and State government.
K2	General knowledge of principles, practices, and problems involved in managing the business services of a medium correctional facility of average complexity, budgeting and accounting; personnel, health and safety; food preparation and service; procurement, supply, and warehousing operations; equipment repair and replacement, including garage operations; clothing issue, replacement, and laundry operations; inmate hobby, and canteen operations, etc.
K3	Comprehensive knowledge of the principles, practices, and techniques of personnel management, employee supervision, and training in order to effectively direct and manage the organization.
K4	General knowledge of the principles of budget preparation, administration and control to effectively request operational resources, forecast expenditure needs of the institution and remain within budgetary authority.
K5	Comprehensive knowledge of a manager's/supervisor's responsibility for promoting equal opportunity in hiring, employee development, and promotion and for maintaining a work environment free of discrimination and harassment.

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	Skill to:
S1	Effectively apply the principles of public and business administration in the areas of budgeting and accounting; personnel, health and safety; food preparation and service; procurement, supply, and warehousing operations; equipment repair and replacement, including garage operations; clothing issue, replacement, and laundry operations; inmate hobby, and canteen operations, etc.
S2	Plan, organize, and direct the work of subordinate staff to ensure quality services.
S3	Plan, direct, organize, manage, and integrate maintenance and operation of the assigned business services functions with other institutional programs in a medium correctional facility of average complexity to maintain operational efficiency.
S4	Direct the inventory management of material, supplies, and equipment necessary to effectively maintain the physical facility, maintain adequate support for institutional staff, and serve the inmate population.
S5	Effectively apply interpersonal and communication techniques to secure and maintain the respect and cooperation of others, i.e., institution and departmental staff and inmates.
S6	Effectively coordinate business services support in responding to any emergencies or other forms of disruptions (i.e., inmate disturbances, natural disasters) to ensure the safety and security of the institution.
S7	Reason logically and creatively and use a variety of analytical and managerial techniques to resolve complex problems.
S8	Analyze situations and data accurately to develop and adopt an effective course of action.
S9	Effectively communicate both orally and in writing to provide clear and concise information/ideas to different audiences.
S10	Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.